

Appendix 4

SAMPLE MEMORANDUM

RESULTS OF ANNUAL SECURITIES INVENTORY

MEMORANDUM FOR: _____, Director, Office of Finance and
Accounting, AF
OR
_____, Director, Regional Accounting Division

FROM:

SUBJECT: Annual Inventory of Securities Held in Safekeeping

In accordance with HUD Policy an annual inventory of securities held in safekeeping was completed on _____, for the period ended _____ (Date)

(Month/Year)

The inventory disclosed the following:

- a. All securities listed on the attached register are accounted for, and records of receipts and shipments are in good order.
- b. Securities are lost, missing or unaccounted for. Identification of these securities are as follows:

TYPE	SERIAL NUMBER	AMOUNT	DATE OF RECEIPT	DESCRIPTION
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(If "b." is checked, include statement of actions taken to locate and recover securities, and plans for further action if recovery is not accomplished.)

CUSTODIAN

DIRECTOR/OFFICE MANAGER